

# APPENDIX-A

## CLOTHING AND FOOTWEAR ALLOWANCE

### A. General Requirements

Employees filling positions designated as requiring the wearing of a company or safety specific clothing and/or safety footwear must wear the company or safety specific clothing and/or safety footwear on the job on a daily basis once the employee obtains their initial supply.

The Madison County Commissioners upon advice from the Department Heads will at all times determine which departments and employees of departments are to be required to wear company or safety specific clothing and safety footwear. At any time, the Madison County Commissioners upon advice from the Department Heads may decide to modify and or discontinue the company or safety specific clothing and/or safety footwear requirement for a particular department.

Madison County will not pay for or reimburse employees or a department for clothing other than as indicated in this policy.

Employees are required to return all issued company or safety specific clothing upon termination of employment.

### B. Safety and Company Clothing

All safety clothing, including items identified as “High Vis” which are required by the position will be supplied by Madison County’s Safety Coordinator/Risk Manager at the time of hire or as soon as possible based on inventory of Madison County or the vendor. Madison County will furnish Hi Vis t-shirts in the quantity of 4 long sleeve, 4 short sleeve, and a Hi Vis hoodie, and vest to each employee.

Department heads are responsible for purchasing and providing all required company clothing, which must be identified as being Madison County, by either wording (“Madison County”) or through the incorporation of a Madison County logo (i.e.: DES clothing, dispatch ). Required company clothing does not include safety or “High Vis” clothing.

Madison County Department positions requiring the wearing of safety clothing, including “High Vis” items include:

- Disaster Emergency Services (DES)
- Facilities
- Roads and Bridges
- Solid Waste
- Weed

### **C. Safety Footwear Allotments**

Both Occupational Safety and Health (OSHA) and 50.71.201 MCA provide that an employer is not required to provide footwear. However, Madison County will reimburse to the employees of the departments identified in this policy up to \$175 after the purchase of safety footwear upon employees hire date and then annually on their hire date.

Safety Footwear is defined by Madison County as any footwear that meets ASTM F-2413 standards.

The following departmental employees are eligible for Safety Footwear:

- Disaster Emergency Services (DES) Director
- Facilities
- Roads & Bridges
- Sanitarian Director
- Solid Waste
- Weed

Employee expenses greater than the \$175.00 provided by Madison County are the responsibility of the employee.

### **D. Budgeting**

Each department requiring employees to wear safety footwear must include funds for new issue and annual replacement of safety footwear in their respective department annual budget requests.